

**WORKING CONDITIONS AGREEMENT**

**between the**

**CITY OF FOND DU LAC**

**and the**

**FOND DU LAC PROFESSIONAL POLICE ASSOCIATION**

**LOCAL 12**

**January 1, 2019 to December 31, 2021**

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## **AGREEMENT**

**THIS AGREEMENT** is entered into to be effective the 1<sup>st</sup> day of January 2019, by and between the City of Fond du Lac, Wisconsin, hereinafter referred to as the City, and the Fond du Lac Professional Police Association, Local 12, hereinafter referred to as the Association.

### **ARTICLE 1**

#### **PURPOSE OF AGREEMENT**

1.01 **Purpose:** It is the intent and purpose of the parties hereto that this Agreement shall promote and improve working conditions between the City and the Association and to set forth herein rates of pay and other terms and conditions of employment to be observed by the parties hereto.

### **ARTICLE 2**

#### **RECOGNITION**

2.01 **Definition:** The City hereby recognizes the Association as the exclusive bargaining agent for the officers of the Fond du Lac Police Department, excluding the Chief of Police, the Assistant Chiefs, the Captains, the Lieutenants, the supervisors, the managers, and the confidential employees in accordance with Wisconsin Statutes 111.70, 66.90 and 62.13.

2.02 **Gender:** Wherever the male gender is used in this Agreement, it shall be construed to include male and female employees.

### **ARTICLE 3**

#### **DURATION**

3.01 **Term:** This Agreement shall take effect January 1, 2019, and shall remain in full force and effect until and including December 31, 2021. This Agreement shall be automatically renewed from year to year unless the party desiring to open negotiations submits to the other party in writing its desire to open negotiations on or before the 1st day of July, 2018, or any succeeding effective year of this Agreement. An initial meeting

of the parties shall be held within thirty (30) days of the filing of any request, but no later than August 1 of any effective year.

## **ARTICLE 4**

### **HOURS**

#### **4.01 Normal Work Shift:**

- A. The work schedule for Patrol Officers and K-9 Officers shall be 5 days on – 3 days off, with a 9-hour shift and an average work week of 39.48 hours. Said shift includes a 30-minute lunch period during which time the officer will be available for call, in accordance with the rules set by the Police Chief. For the purposes of the 5-3 work schedule, the shift hours will be: 6:30 a.m. to 3:30 p.m., 10 a.m. to 7 p.m., 2:30 p.m. to 11:30 p.m., 7 p.m. to 4 a.m. and 10:30 p.m. to 7:30 a.m.
- B. The work schedule for Detectives and Police Specialists (Computer Crimes Specialist, Crime Prevention Officer, Traffic Officer, MEG Officer, Street Crimes Unit, and others assigned to Specialist positions as mutually agreed upon) shall be 5 days on – 2 days off, with the average work week of 40 hours and an average work shift of 8 hours. The normal work hours for Detectives shall fall between 7 a.m. and 6 p.m.
- C. School Resource Officers (SRO) shall work a 5 days on – 2 days off schedule, Monday through Friday, with an 8.25 hour shift and receive CSRO time for every third week's Friday. During the summer months of June, July and August, the SRO's will be assigned to the Detective Bureau working their normal SRO hours. Any time the schools have off throughout the school year for two days or more during Monday through Friday, the SRO's will be required to use CSRO Time unless waived by the supervisor.
- D. The Officers assigned to the K-9 Unit as a canine handler (K-9 Officers) shall receive all the benefits of the Collective Bargaining Agreement in addition to the following:
  - 1. K-9 Officers shall maintain their normal work shift as outlined in Section 4.01.

2. K-9 Officers shall be compensated for the grooming, care, and feeding of the canine with an annual payment of \$3000, to be paid on the biweekly paycheck.
  3. K-9 Officers shall be provided a specially equipped marked police vehicle which the Officer may keep at their residence during non-working hours. Said vehicle shall not be used for personal use.
  4. The City shall provide, at no cost to the K-9 Officer, the following:
    - A. The purchase and training of the canine;
    - B. Complete veterinary care of the canine;
    - C. Appropriate food supplies;
    - D. Necessary grooming equipment and supplies;
    - E. Necessary training equipment and supplies;
    - F. An outdoor kennel at the Officer's residence, and
    - G. Kenneling of the canine while the Officer is out of town or otherwise unable to care for the canine.
  5. K-9 Officers, when qualified, may participate in the promotional process. If a K-9 Officer is promoted, s/he will remain a K-9 Officer for the assigned canine until the canine's retirement, after which the Officer will not be assigned another canine.
  6. Upon retirement or removal of the canine, the K-9 Officer assigned the canine reserves the right of first purchase of the animal from the City.
  7. Copies of any policy and/or procedures relating to the K-9 Program shall be provided to the Local 12 President prior to implementation and any policy or procedure shall not violate any provision of this Collective Bargaining Agreement.
- E. The following officers shall have the authority to, at their option, "flex" their normal work shift to assist in the performance of their duties: Detective, Police Specialists (Computer Crimes Specialist, Crime Prevention Officer, Traffic Officer, MEG Officer, and Community Services Officers), SRO (for school functions only), Street Crimes

Officers, K-9 Officer, and State Certified Instructors. The flexing of the officer's workday hours must be done within the same pay period with supervisor approval. The City will not attempt to require or force officers to "flex" any normal work shift.

- F. Standard/Daylight Savings Time Changes: Officers who work a shift that falls during the Daylight Savings Time change in the spring of the year shall have the option to work the normal 9-hour shift for the full rate of pay or leave after working the 8-hour shift and receive only 8 hours of pay for said shift. The officer may use one hour of OTO pay to compensate for the one hour. Officers who work a shift that falls during the Standard Savings Time change in the fall of the year and therefore work a 10-hour shift shall receive at least one hour of overtime for the time worked.

4.02 Overtime:

- A. Compensation for overtime shall be paid in cash or compensatory time, as the officer may choose; however, no compensatory time in excess of 120 hours for employees on an 8 hour daily schedule, 123.75 for employees on an 8.25 hour daily schedule or 135 hours for employees on a 9 hour schedule may be carried on the books beyond December 31<sup>st</sup> of each year. Hours in excess of 120, 123.75, or 135, whichever shall apply to the employee on December 31<sup>st</sup>, will be paid to each officer in cash, along with pay for up to 40 hours, if requested, by the last payday in December by separate check (or added to the last check as long as the withholding rate is not increased). Officers will be allowed to cash in any amount of compensatory bank hours at any time(s) prior to the month of December each year.
- B. Overtime shall be compensated at the rate of time and one-half of the normal rate of pay for all hours worked in excess of the regularly scheduled work shift or workweek with the exception of extra time spent in voluntary in-service training, which shall be compensated at the straight time rate.

- C. Overtime worked on a holiday shall be compensated in accordance with the provisions of Article 14.03 A.
- D. Employees utilizing a scheduled day of vacation shall be excluded from the overtime call-in roster (shift and department) and special event roster for said day.
- E. Officers working a shift described under section 4.01 shall not perform patrol duties for more than 29.5 hours in any 48 hour period unless working under an emergency situation or to complete "held" reports, priority reports or pending evidence processing as directed by a Supervisor.

4.03 Call-In Pay: Officers called in at any time other than their regularly scheduled hours for any reason, including court appearances and preparation, shall receive call in pay based on the following rates:

- A. If the Officer works a total of three hours or less, the officer shall receive two hours of straight time pay plus the officer's overtime rate of pay for the actual time worked.
- B. If the officer works more than three hours, then the officer shall receive the actual time worked at the officer's overtime rate of pay.

4.04 Court Appearances and Preparations for Trials:

- A. Court appearances and preparations for trials, including civil matter, arising as a result of the officer's employment for the City outside of the regularly scheduled workday or workweek shall be paid at the overtime rate, and shall not result in loss of compensation if required during the regularly scheduled workday.
- B. An officer scheduled to make a court appearance outside of his regularly scheduled workday or workweek shall call the officer's voicemail after 6 p.m. on the day prior to the scheduled appearance. If the case has been canceled, the officer shall not report. If the case is canceled after 6 p.m., the minimum overtime call in provision mentioned previously in this article shall apply. All officers must notify the Court Officer no later than 24 hours of receiving a court notice that there is a conflict with scheduling.

- C. An officer who is required to return for court appearances (other than Chapter 51) and preparations for trials while on a scheduled vacation or floating holiday shall be credited the appropriate amount of vacation or floating holiday days. Said vacation or floating holiday must have been scheduled prior to the officer receiving the notification of court. In addition to the vacation or floating holiday credit, the officer shall receive the appropriate rate of pay for the time. All officers must notify the Court Officer no later than 24 hours of receiving or becoming aware of a court notice that there is a conflict with scheduling. Officers required to return or testify for Chapter 51 hearings while on a scheduled vacation or floating holiday shall be credited three (3) hours of vacation for every hour spent in court on a Chapter 51 (up to a full workday).

4.05 Staffing Shortage: The following procedures shall apply with regard to when the staffing shortage arises.

- A. Outside of Twenty-Four (24) Hours – When a staffing need arises for patrol duties at least 24 hours prior to the start of scheduled overtime, the shift supervisor will seek to fill the position by posting the necessary shift hours in the squad room. All Local 12 members may sign for uniformed patrol overtime; however, officers assigned to patrol duties are given preference over members assigned to non-patrol duties. Local 12 patrol seniority will be followed when signing for any posted shift overtime. Officers shall be permitted to “bump” less senior officers from the assignment up to 24 hours prior to the start of the scheduled overtime opportunity. Bumping within 24 hours of the start of the overtime opportunity shall not be approved. Members who sign for an overtime opportunity shall not remove their own name from the list, within 96 hours of the start of posted overtime unless approved by the shift supervisor. Members will not be allowed to “flex” their normal hours in order to become eligible for planned overtime.

- B. Inside of Twenty-Four (24) Hours – If no members sign to fill a staffing need under Paragraph A above or the need arises less than 24 hours prior to the start of the overtime opportunity, the shift supervisor shall send a message to members assigned to patrol duties in an attempt to fill the overtime need. The message will be sent using a system compatible with cell phones and landlines. Patrol members shall have fifteen (15) minutes to respond to the shift supervisor indicating their wish to voluntarily fill the overtime as offered. The shift supervisor shall fill the overtime opportunity by seniority. Local 12 shall provide a list of officers, with a contact phone number, who wish to receive Code Red notifications of overtime opportunities.
- C. If no members volunteer to cover the staffing need under paragraph A or B, the shift supervisor shall fill the staffing need by ordering the least senior member from the incoming or outgoing shift. The shift supervisor may use any reasonable means to reach members and confirm they will report for the order including, but not necessarily limited to, telephone, electronic messaging, and face to face communication.
- D. Eligibility for Ordered Overtime – Ordered overtime shall be filled by reverse seniority. The following officers shall be ineligible for ordered overtime except where there are no eligible officers to be forced or in emergency situations.
1. An officer called in under a staffing shortage should not be worked over four (4) hours overtime in any 24-hour period, unless he is working on his day off or under an emergency situation.
  2. Officers who voluntarily signed to work overtime attached to his or her regularly assigned shift within twenty-four (24) hours of the overtime opportunity.
  3. Officers who work two and one half (2.5) or more hours of OTO transfer hours attached to his or her regularly assigned shift within sixteen (16) hours of the overtime opportunity.

4. Officers scheduled for four (4) or more hours of training under Section 16.05B within twenty-four (24) hours of the overtime opportunity.
  5. Officers scheduled for four (4) or more hours of court duty under Section 4.04 within twenty-four (24) hours of the overtime opportunity.
- E. Additional Provisions – The following provisions shall apply to staffing needs.
1. Nothing in this section shall be construed as limiting a shift supervisor's authority to notify a member they will be ordered in if no one voluntarily accepts the overtime opportunity under paragraphs A or B.
  2. Subject to Section 4.02(E), the four hour limitation on forced overtime shall not be construed to limit an officer's ability to voluntarily accept more than four (4) hours of overtime within a 24 hour period.
  3. This Section shall not preclude the right of shift supervisor or a division commander from calling an officer who has special technical skills or knowledge in a particular area rather than following the seniority roster.
  4. Determination of departmental staffing needs and determination of skill and knowledge needs, as well as the assessment of individuals possessing the required knowledge and skills, shall be reasonably determined by the City. The determination of the City shall not be arbitrary or capricious.
  5. The offering of overtime to K-9 officers will be done per the established K-9 seniority list.

4.06 Special Events: When a need for extra staff arises for special events or for circumstances not covered under Section 4.04, the overtime will be offered to the

bargaining unit members on a seniority basis. This section does not apply to the past practice of the early call-in of appropriate shift officers for the July 4th celebration.

## **ARTICLE 5**

### **SALARIES**

5.01 Salaries: Salaries shall be paid in accordance with the Salary Schedule set forth in Appendix A attached hereto and incorporated herein by reference as though fully set forth at length and shall be administered in accordance with the rules of administration contained therein.

## **ARTICLE 6**

### **DIFFERENTIAL PAY**

#### 6.01 Shift Differentials:

- A. The City shall pay \$7.02 biweekly to any officer regularly assigned to the 2:30 p.m. to 11:30 p.m. shift or \$18.56 biweekly to any officer regularly assigned to the 10:30 p.m. – 7:30 a.m. shift. Any officer who works the 7 p.m. to 4 a.m. shift shall be compensated in the amount of \$15.50 biweekly, in addition to his or her other salary and benefits.
- B. The City shall pay to any officer not assigned to one of the shifts mentioned in Section A of this Article who works any hours between 7:00 p.m. and 10:30 p.m. sixteen (16) cents for every full hour thereof so worked and twenty-six (26) cents for every full hour so worked between 10:30 p.m. and 6:30 a.m. Officers assigned to one of the shifts mentioned in Section A of this Article and who work overtime between the hours of 6:00 p.m. and 6:30 a.m. shall be eligible for the benefits under this section.

#### 6.02 Job Position Differentials:

- A. Except as provided elsewhere in this Agreement, the benefits provided under this Article are in addition to those provided for elsewhere in this Agreement.
- B. Officers assigned to the MEG Unit, School Resource Officers, Computer Crimes Specialist, Traffic Officer, and Community Services Officer shall

receive, in addition to the other benefits provided for in this Agreement, the pay listed at the Police Specialist rate.

- C. Officers assigned as training officers (Field Training Officers and/or Unified Tactics Instructors) shall be paid an additional \$3.50 per hour during the period they are assigned to perform these specialized duties.
- D. Officers assigned as K-9 officers shall receive \$3000 annually for canine maintenance, to be paid twice a month.
- E. The Chief may assign a Lead Detective on an annual basis who will be paid an annual stipend of \$1,200.

6.03 Voluntary Time - Differential Pay

All pre-approved voluntary time shall be compensated at straight time.

6.04 Weekend Differential Pay

The City shall pay to an officer working hours between the hours of midnight Friday to midnight Sunday thirty five (35) cents for every hour thereof so worked.

## **ARTICLE 7**

### **CLOTHING MAINTENANCE**

7.01 Clothing Allowances:

- A. The City will provide uniform apparel to all uniformed personnel at City expense. The items to be furnished by the City shall be hats, ties, shirts, coats, trousers, Sam Browne belts, holster, cartridge carrier, handcuff carrier, badges, law enforcement related equipment as authorized by the Police Chief, patches and insignias. The City will pay for the cost of attaching patches to the uniforms.
- B. Uniforms will be inspected periodically by the shift commander or upon the request of the officer. Items shall be replaced as needed as determined by the Chief's designee. Replacement orders shall be processed by the City Purchasing Division.
- C. Non-uniformed personnel including SRO's, Detectives, and MEG Officers, Street Crime Unit Officers, and Computer Crimes Specialists shall receive a clothing allowance of \$600.00 per year. Payment shall be

made in the amount of \$300.00 in January for each officer employed as of the preceding December 31 and \$300.00 in July for officers employed as of the preceding June 30 of each year. In the event of a change of job, the clothing allowance shall be prorated from the date of change. Officers transferred into a uniformed position subsequent to receiving the clothing allowance shall pay the prorated amount back to the City.

7.02 Cleaning Allowance: Uniformed personnel shall receive a cleaning allowance of \$350.00 per year. Payment shall be made in the amount of \$175.00 in January for each officer employed as of the preceding December 31 and \$175.00 in July for officers employed as of the preceding June 30 of each year.

7.03 Eligibility: In order to qualify for either the semiannual clothing allowance payment or the semiannual cleaning allowance payment, each officer must remain in active status, that is, scheduled for duty at least thirty (30) calendar days beyond the respective eligibility date.

7.04 Ownership of Uniforms and Equipment: All articles of clothing and equipment provided under this article shall remain the property of the City and shall be returned to the City upon an officer's termination of employment.

7.05 Damage or Destruction of Personal Property: In the event an officer's personal items are damaged, destroyed, lost or stolen as a result of an unusual or extreme occurrence in the course of his/her duty, the City shall pay the cost of repairing such damage or replacement up to \$100.00 per item upon presentation of a paid receipt. Any amount over the \$100.00 limit may be submitted to the Chief for his approval. Prescription eye-wear will not be limited to the \$100.00 limit and will not need the approval of the Chief to be reimbursed. Non-prescription sunglasses and pens are excluded from the reimbursement. The City will provide sunglasses which meet or exceed OSHA standards or ANSI Z87.1-1989 standards.

## **ARTICLE 8**

### **WISCONSIN RETIREMENT SYSTEM**

8.01 The EMPLOYEE shall pay the officer's contribution toward retirement (equal to that required by General Municipal Employees).

8.02 The Employer shall participate in the Wisconsin Retirement System pursuant to Wisconsin State Statute 40.21 and shall contribute the employer's contribution of the employee's earnings as required by 40.05(2).

8.03 Such retirement contributions made by the Employer as listed in Section 8.02 above shall be reported by the Employer to the Wisconsin Retirement System in the same manner as though deducted from the earnings of said employees. It is understood and agreed between the parties hereto that such payments made by the Employer shall not be considered municipality contributions.

8.04 Employees shall be allowed to individually elect to contribute, by payroll deduction, the employee contribution of earnings to the Wisconsin Retirement System as set forth in Wis. Stats. § 40.05(1)(a)(1). Employees electing to pay the employee contribution to the Wisconsin Retirement System shall be allowed to participate in the same health insurance coverage provided to general city employees and are subject to the same employee premium contribution requirements as general city employees on the health insurance plan. Employee elections must be received in writing by the City prior to December 1st of the year in which the current collective bargaining agreement expires to be effective for the entire term of the successor collective bargaining agreement.

8.05 Officers agree to provide the City with a 90-day retirement notice, whenever possible.

## **ARTICLE 9**

### **GROUP HEALTH INSURANCE**

9.01 Section 1: The City shall provide a group comprehensive major medical plan.

- A. The Employees shall contribute 20% of the premium for the Health Insurance Plan. Upon verification by the City that employees have participated in a Health Risk Assessment (HRA), employees shall contribute 10% of the health insurance premium in 2019, 12% of the health insurance premium in 2020, and 14% of the health insurance premium in 2021. B. For employees that participate in the HRA, the contributions described above shall not exceed \$70 per month in 2019, \$80 per month in 2020, and \$90 per month in 2021 for single coverage and shall not exceed

\$190 per month in 2019, \$235 per month in 2020, and \$275 per month in 2021 for family coverage. For employees that do not participate in the HRA, the contributions described above shall not exceed \$150 per month for single coverage and \$394 per month for family coverage.

- C. The City shall provide to all employees hired before February 1, 2017 a \$10,000 contribution to a Retiree Health Savings plan upon reaching 10 years of service with the Fond du Lac Police Department. The City shall also contribute \$1,000 for each additional year of service thereafter not to exceed a total contribution of \$25,000 during the employee's period of service. Employees who separate from employment with the City and later return shall not be eligible for additional contributions beyond what was paid during their initial period of employment. Separation from employment shall not include periods of absence caused by worker's compensation, Family Medical Leave, Military leave covered by USERRA, or City approved leaves of absence.

9.02 Healthcare Reimbursement Account: The City of Fond du Lac agrees to participate in the Security Benefit Group Healthcare Reimbursement Account (HRA) for Public Sector Labor Association Employees in accordance with the terms and conditions of the Plan's Participation Agreement. The Employer agrees to contribute to the Plan on behalf of the following category of employees:

The Fond du Lac Professional Police Association, Local 12.

For the term of this Agreement, the Employer shall contribute an equal ongoing contribution, as defined by the Plan Participation Agreement, of \$50.00 per month for each eligible Employee. This Employer contribution shall be deposited into the Eligible Employee's Medical Expense Reimbursement Account pursuant to the terms and conditions of the Plan.

## **ARTICLE 10**

### **GROUP LIFE INSURANCE**

10.01 Coverage and Premium: The City will provide life insurance benefits equal to or better than the State Group Life Plan with the City paying the premiums for all eligible employees.

## **ARTICLE 11**

### **WORKER'S COMPENSATION**

11.01 Coverage: In the event any officer becomes entitled to Worker's Compensation under Chapter 102, Wis. Stat., the officer shall continue to receive his/her regular salary from the City for the duration of temporary total disability in lieu of receiving a check from the City's Worker's Compensation Insurance carrier.

## **ARTICLE 12**

### **REIMBURSEMENT FOR COSTS OF TRAINING AND EDUCATION AND ADDITIONAL COMPENSATION**

12.01 The City shall continue to pay annual education degree payments of \$720 for an Associate Degree, \$1,000 for a Bachelor Degree or \$1,250 for a Master's Degree, in addition to any other compensation listed in this contract, to those officers receiving said payment or were hired prior to January 1, 2010.

12.02 The department agrees that it would outline the testing process for advancement within the bargaining unit and require that qualified candidate selected be from the upper half of the qualification list used for the selection of the position.

## **ARTICLE 13**

### **PARKING FACILITIES**

13.01 Provision: The City shall provide free parking in the immediate vicinity of the Safety Building for all Police Department employees covered under this Agreement.

**ARTICLE 14**  
**AUTHORIZED ABSENCE**

14.01 Sick Leave:

- A. All regular full-time and probationary officers represented by the Association shall accumulate sick leave with pay at the rate commensurate with their work schedule. Unused sick leave hours shall accumulate at the above rate to a maximum of twelve hundred (1200) working hours for Officers on the eight-hour shift, thirteen hundred and fifty (1350) working hours for Officers on the nine-hour shift and fifteen hundred (1500) working hours for Officers on the ten-hour shift. Sick leave shall be used in minimum periods of one (1) hour. Any officer may use sick leave with pay for absence necessitated by injury or illness or exposure to contagious disease. In the event of an officer's spouse, children or other member of his family living in his residence should be exposed to contagious disease or should his presence be required at home in the event of illness of members of the above household, such officer may use his accumulated sick leave credits. In order to qualify for sick leave payment, an officer must:
1. Report his absence to his department head prior to the start of his workday.
  2. Keep his department head informed of the conditions if the absence is of more than three (3) days.
  3. Submit a doctor's certificate for such absence if in excess of three (3) days. The certificate must state the kind and nature of the sickness or injury and whether the officer has been incapacitated for said period of absence.
  4. Apply for such leave according to the procedure established by the City.
- B. Sick leave should be regarded by all supervisors and officers as valuable free health and welfare insurance which, in the best interests of the

employees, should not be used unless really needed. Sick leave is not "a right" like vacation; it is a privilege to be used carefully.

- C. All sick leave shall be subject to administration by the Chief of Police and the Personnel Office. Serious cases of excessive abuse, as determined by the Chief of Police and the City Manager, will be grounds for disciplinary action or dismissal of the officer concerned.
- D. Medical examinations by a medical professional of the City's choosing may be required after prolonged, serious or repetitious illness, major surgery or injury. Return to duty after prolonged sick leave and medical examination depend on the decision of the Chief of Police and the City Manager, based on the advice of the supervisor, medical information supplied by the officer's medical professional and the medical professional of the City's choosing.
- E. In the event an officer has exhausted his accumulated sick leave, other officers of equal or higher rank may work for the officer up to a maximum of 10 days providing the shift commander(s) in charge of the affected shift(s) approves such usage. The City shall not be liable for any overtime or extra shift differential due as a result of one officer assisting another in this manner.

14.02 Funeral Leave:

- A. Each officer shall be allowed three (3) days' time off with pay from the time of death of a member of the officer's immediate family, including one day following the funeral. Immediate family members shall be defined as the officer's mother, father, stepmother, stepfather, stepchild, brother, sister, son, daughter, wife, husband, father-in-law, mother-in-law, or officer's legal guardian. Such funeral leave is provided each officer for attendance at the funeral or assisting the family of the deceased at the time of need and must therefore be taken at the time directly related to the tragedy for which the leave is provided.

- B. Each officer shall be allowed one (1) day off with pay in the event of the death of the officer's aunt, uncle, grandmother, grandfather, grandchild, brother-in-law, or sister-in-law. Such funeral leave is provided each officer for attendance at the funeral or assisting the family of the deceased at the time of need and must therefore be taken at the time directly related to the tragedy for which the leave is provided.

14.03 Holiday Leave:

- A. All regular full-time and probationary officers shall receive, in addition to their salary, their regular scheduled hours pay for each of the following holidays: New Year's Day; Friday before Easter; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; December 24; Christmas Day; December 31; and such other days as the City Council by resolution may fix. Those employees required to work on any of the above holidays shall be paid at the rate of one and one-half (1 ½) times their regular hourly salary for all hours worked on the holiday in addition to the holiday pay. Shifts required to work outside of normal holiday hours but considered as hours for the holiday (1900-0400 and 2230-0730) will also receive normal holiday pay in addition to the holiday pay. All other overtime worked on the holiday between the hours of 0000-2359 on the holiday will be paid at the premium overtime holiday rate of two and one-quarter (2 ¼) times. Overtime hours worked outside of the holiday hours but in conjunction with the holiday will be paid at the normal overtime rate of one and one-half (1 ½) times. Detectives and all Specialists that work the schedule set forth in Section 4.01B will receive one additional holiday, that day being the day after Thanksgiving. On holidays occurring Monday through Friday, the City agrees to post at least one position of non-mandatory Detective overtime. Posted overtime for Detectives on holidays will be paid at one and one-half (1 ½) times their regular hourly rate. Detectives called in on an overtime basis on any of the above holidays shall be paid at the rate of two and one-quarter (2 ¼).

- B. There shall be four (4) floating holidays, provided for all officers. (Detectives and Specialists that work the schedule set forth in Section 4.01B will receive three floating holidays). SROs whose hours are set forth in Section 4.01C shall receive 2 floating holidays. These holidays shall be a day(s) of choice by the officer provided that he shall request utilization of such day(s) from his shift supervisor a minimum of three (3) workdays prior to the day(s) he desires to take it. Such authorization by the shift supervisor shall be subject to the staffing needs of the department.
- C. Detectives and Specialists shall take the actual holiday off (listed in A. above) when the holiday falls during the workweek (Monday through Friday). Holidays falling on the weekend shall be taken off as follows: A Saturday holiday will be taken off on the preceding Friday and a Sunday holiday will be taken off on the following Monday. (In the event that the preceding Friday or following Monday is already a holiday, another adjacent date will be selected, with supervisory approval.) Modifying these procedures may occur with prior supervisory approval.

14.04 Vacation Time:

- A. Each officer shall be granted vacation according to the following schedule:
- Ten (10) working days after one (1) year of service
  - Fifteen (15) working days after seven (7) years of service
  - Twenty (20) working days after fourteen (14) years of service
  - Twenty-five (25) working days after nineteen (19) years of service
  - One additional working day for every year of service after twenty-four years of service (i.e. - 28 working days for 26 years of service).

The City shall track vacation on an hourly basis with the employee credited the number of hours in their normal work shift, as set forth in Section 4.01 above, for each day of vacation.

- B. Vacation accrual for years after the completion of one (1) full year of service shall be backdated to January 1 of the year of employment. Employees with less than one (1) year of service as of December 31 of the preceding year shall earn a pro rata portion of the vacation benefit based on the number of months of service completed as of December 31 of the previous year.
- C. Employees shall be permitted to utilize ten (10) days of earned vacation annually in no less than one (1) day increments. Said days shall be scheduled for use in accordance with procedures as currently established by the City. Employees may request a change of any scheduled date from the appropriate division commander and only such changes shall be subject to the approval of the division commander and said decision shall not be subject to the grievance procedure. In addition to the 1-day increment listed above, employees may also request to use partial vacation days consisting of one (1) or more hours in length from the appropriate division commander and such leaves shall be subject to the approval of the division commander and said decision shall not be subject to the grievance procedure.
- D. The vacation selection process shall begin by November 1st of each year for vacation leave taken in the following year. Employee requests to use vacation shall be given priority over other requests for other time off leave provided that the request to use vacation or floating holiday is made at least seven (7) calendar days prior to the proposed date of leave. If the request is made at least seven (7) calendar days prior to the date of requested leave the employee requesting other time off leave shall be notified that their request has been denied due to a request for vacation or floating holiday if both requests cannot be accommodated. This provision shall not be construed to limit a Shift Commander's authority to approve a vacation or floating holiday request without canceling a previously scheduled leave request.

- E. Any unused vacation time shall be paid out to a member's spouse or estate if the member dies while employed by the City.
- F. A change in an employees' normal work shift during a calendar year will not affect the number of vacation days the employee is entitled to take after the change in work shift occurs.

14.05 Jury Duty: Employees requested to be on jury duty shall be paid their normal pay and will turn over their jury duty fees to the City, excluding actual expenses. For scheduling purposes, such employees shall be considered on the day shift, on any day on which they are required to report for jury duty. Provided, however, that third shift officers will not be required to work immediately prior to being required to appear for jury duty. Employees who are excused from jury duty prior to the end of the day shift shall report to the Police Department for assignment for the balance of that shift. For purposes of this section, day shift shall be defined as 8 AM to 4 PM.

14.06 Military Leave: Police Officers having permanent status and who are duly enrolled members of any Reserve/Guard Unit of any military branch of the United States, or the State of Wisconsin now or hereafter organized or constituted under Federal Law, are entitled to leaves of absence without loss of time to seniority, retirement pay, healthcare, or anything which applies to a full time employee. If the employee wishes to keep their military pay and receive pay from the City, they must use Officer switches, vacation time, comp. time etc., to cover the leave of absence time. This leave is granted in addition to all other leaves.

## **ARTICLE 15**

### **GOOD ATTENDANCE BONUS PROGRAM**

Effective January 1, 2017, employees shall no longer be eligible to accrue additional Good Attendance Bonus Credits. In exchange for ending the Good Attendance Bonus Program, \$1,125 shall be added to the annual salary schedule for each year of this Agreement for a total increase of \$2,250. Previously accrued Good Attendance Bonus credits shall be converted to a dollar amount at the rate of \$99.25 per credit and contributed to the employee's Retiree Health Savings Account as soon as administratively feasible.

**ARTICLE 16**  
**SHIFT CHANGES**

16.01 Authorization: Changes in work shifts may be made between members of the Police Department if the substitute is of equal or higher rank than the officer for whom he is substituting providing the Shift Commander(s) in charge of the affected shift(s) approves such substitution and feels such change will not have a detrimental affect upon the service provided to the community. If the Shift Commander refuses for any reason to allow such substitution, his/her decision shall only be subject to review at Step 2 of the grievance procedure. Shift Commanders will not require officers to use time off in lieu of switches or refuse to allow switches arbitrarily. The City shall not be liable for any contractual overtime or extra shift differential due to an exchange of work hours.

16.02 OTO Transfer:

- A. An officer changing work shifts in accordance with the provisions mentioned immediately above may be repaid for working that shift by having transferred to his other time off (OTO) account an amount of OTO equivalent to the hours worked for the officer who was originally scheduled to work. Such transfer shall be made from the OTO account of the officer who was originally scheduled to work the shift.
- B. The transfer of OTO may be affected by completing an OTO slip giving the details of the transfer and turning that slip into Payroll. The OTO slip must include the written approval of the shift commander in charge of the affected shift and the signatures of the officers involved in the transfer. Such approval must be received prior to the substitution of work hours. If the shift commander refuses for any reason to allow such substitution and transfer, his decision shall only be subject to review at Step 2 of the grievance procedure. The City shall not be liable for any overtime or extra shift differential due to a substitution of work hours or transfer of OTO.
- C. Pursuant to Section 16.01 and the agreement that OTO transfers shall not create contractual overtime, when an officer who has accepted an OTO

transfer calls in sick or otherwise does not appear for the shift the following rules shall apply:

1. If the Shift Commander fills the position with an officer receiving overtime, the applicable OTO hours shall be transferred from the OTO account of the officer originally scheduled to work the shift to the City. Further, the officer who agreed to accept the OTO transfer shall be charged sick time or other appropriate leave for the hours that are actually worked by the officer on overtime.
2. If the Shift Commander does not fill the position, the applicable OTO hours shall be transferred from the OTO account of the officer originally scheduled to work the shift to the City. The officer who agreed to accept the OTO transfer shall not be charged sick time or other appropriate leave for the hours not worked.

16.03 Schedule Change (7 p.m. - 4 a.m. Shift): The City may, with four (4) calendar days personal notice to an officer regularly assigned to the 7 p.m. to 4 a.m. shift, change the starting and ending times of that shift by a maximum of three (3) hours later (i.e., 10 p.m.) without the payment of overtime. The City may, with four (4) calendar days personal notice to an officer regularly assigned to the 10 a.m. to 7 p.m. shift, change the starting and ending times of that shift to the day shift without the payment of overtime. Such change shall be considered temporary and will only occur with a maximum of three officers on such single shift.

16.04 Non-Avoidance of Overtime: Schedule changes shall not be made to avoid payment of overtime except in cases provided for elsewhere in this article.

16.05 Work Hours and Compensation During Training Activities: The department agrees that training/schools offered by the department are to be posted. The City shall designate on each training opportunities posting whether the training is mandatory or voluntary under this Article. In addition, consideration of seniority will be used when allowing for sign up by the officers.

- A. Definition of Voluntary Training: Any approved training where the officer initiates the request to receive training, or any approved training

that an officer receives that is not specifically required by the Chief of Police.

- B. Definition of Mandatory Training: Any training activity that the Chief of Police specifically requires an officer to participate in, or any training where the Chief of Police determines that a general training need exists and initiates the process to fill that department training need.

- C. Compensation and Work Hour Provisions:

1. Voluntary Training Greater Than Five Days - The officer will receive his regular biweekly pay (base and education pay) for the period of the training. No additional compensation will be provided except for holiday pay. Expenses will be reimbursed in accordance with established procedures. Work hours may be temporarily changed to conform to the hours of training.
2. Voluntary Training of Five (5) or Less Days - The officer will receive his regular biweekly pay (base and education pay) for a period of the training including any holiday pay that may be applicable. In addition, the officer shall receive pay at the straight time hourly rate for time spent in training on the officer's regularly scheduled day off up to a maximum of eight hours. Expenses will be reimbursed in accordance with established procedures. Work hours may be temporarily changed to conform to the hours of training.
3. Mandatory Training Greater Than Five (5) Days - An officer shall receive his regular biweekly check (base and education pay) plus any holiday pay that may be applicable. In addition, an officer shall receive pay at the rate of time and one-half for all hours spent in travel or training on a regularly scheduled day off or for travel time on a regular work day which would cause the officer to work more than 9 hours on the day of travel. With at least four (4) calendar day's personal notice, work hours may be temporarily

changed to any hours between 7 a.m. and 5 p.m. on the day of the training to conform to the training schedule.

4. **Mandatory Training of Five (5) or Less Days** - With at least four (4) calendar days personal notice, the City may temporarily change an officer's work hours to any hours between 7 a.m. and 5 p.m. on the day of training to conform to the training schedule. If an officer's work hours are changed, pay at the rate of time and one-half shall be paid for training and travel time in excess of 9 hours per day or for all hours spent in training and travel on a regularly scheduled day off. In the event an officer is called in for purposes of in-service training, the call-in pay provisions included in the agreement shall apply.

## **ARTICLE 17**

### **UNAUTHORIZED ABSENCE**

17.01 **Procedure:** No employee may absent himself from duty without the permission of the employer. Any employee absenting himself without the permission of the Police Chief or his designee will be subject to disciplinary action.

## **ARTICLE 18**

**TACTICAL FIELD FORCE TEAM AND SWAT** 18.01 **Non-City Duty:** If employees are called to work for another government agency by the City, such employee shall be paid for non-city work in accordance with the benefits listed in this contract. The employee's rate of pay for such non-city work shall be at the rate of time and one-half of the normal rate. Such pay shall be provided whether or not the City has received reimbursement from the government agency requesting original assistance.

## **ARTICLE 19**

### **LAYOFF, RECALL AND PROMOTION**

19.01 **Procedure:** In the event of a layoff of personnel in the department, procedures established under Section 62.13 (5m)(a)(b)(c) of the Wisconsin Statutes shall be followed.

19.02 Promotion: The department agrees that it would outline the testing process for advancement within the bargaining unit and require that qualified candidate selected be from the upper half of the qualification list used for the selection of the position.

## **ARTICLE 20**

### **RETIREMENT**

20.01 Agreement: In the event of any change in federal law that will make compulsory retirement at any age below 70 years of age legal, the City and the Association will reopen negotiations to establish a compulsory retirement age and a compulsory retirement procedure.

## **ARTICLE 21**

### **SICK LEAVE PAYOUT**

21.01 Payment: Employees retiring under the Wisconsin Retirement System shall be paid at the rate of thirty dollars (\$30.00) per day for each day of accumulated sick leave to a maximum of sixty (60) days.

21.02 Usage: Upon retirement, the dollar amount of the sick leave payment from section 21.01 shall be placed into the ICMA Retirement Health Savings Plan in accordance with the terms and conditions of the Plan's Participation Agreement, a copy of which is attached to this agreement.

## **ARTICLE 22**

### **RIGHTS OF EMPLOYER**

22.01 Rights Enumerated: It is agreed that the rights, functions and authority to manage all operations and functions are vested in the employer and include, but are not limited to the following:

- A. To prescribe and administer rules and regulations essential to the accomplishment of the services desired by the City Council.
- B. To manage and otherwise supervise all employees in the bargaining unit.
- C. To hire, promote, transfer, assign and retain employees and to suspend, demote, dismiss or take other disciplinary action against employees as circumstances warrant for just cause.

- D. To relieve employees of duties because of lack of work or for other legitimate reasons.
- E. To maintain the efficiency and economy of the City operations entrusted to the administration.
- F. To determine the methods, means and personnel by which such operations are to be conducted.
- G. To take whatever action may be necessary to carry out the objectives of the City Council in emergency situations.
- H. To exercise discretion in the operation of the City, the budget, organization, assignment of personnel and the technology of work performance.
- I. To take whatever action is necessary to comply with state or federal law.

Nothing contained in this management rights clause should be construed to divest the Association of any rights granted by Wisconsin Statutes.

## **ARTICLE 23**

### **MAINTENANCE OF BENEFITS**

23.01 Provision: The City agrees to maintain in substantially the same manner mandatory subjects of bargaining not specifically referred to in this Agreement. Such benefits as may exist are incorporated herein by reference as though fully set forth as length.

## **ARTICLE 24**

### **SENIORITY**

24.01 Date Established: For the purpose of this Agreement, effective January 1, 1972, an employee's service starts the day he becomes a police officer. Prior service as a Cadet, radio operator or other employee of the City shall not be considered. This provision shall not be applied retroactively. Leaves of absence without pay for more than thirty (30) calendar days shall not be considered service for the purpose of determining sick leave, vacation or other benefits.

24.02 If a member leaves the bargaining unit voluntary, and remains a sworn city officer, and returns within one year, the member maintains the same seniority as if they never left. If after one year, the member returns to the bargaining unit under any circumstances, he/she can keep what time was earned up to the original departure date.

24.03 To minimize the disruption caused by shift selections/assignments, annual shift selections/assignments will be picked utilizing the following policy:

1. Officers shall select their shift assignments annually on a seniority basis;
2. Officers shall remain on their selected shift for the calendar year, unless:
  - A. Circumstances occur within the Department requiring a permanent change in manpower levels;
  - B. An Officer's job assignment is changed by the Department for disciplinary reasons, in which case the Officer goes where the vacant shift is, regardless of seniority;
  - C. An Officer's job assignment is changed or eliminated by the Department, in which case the Officer will be allowed to bump by seniority and prior to shift picks of any upcoming changes or eliminations;
3. Officers will not be allowed to initiate switches after the annual selection process unless the Officer requesting the change can show cause as to the reason for the change, in which case the Officer will be required to fill the vacant shift regardless of seniority;
4. Officers will be allowed to fill vacancies at any time during the year by seniority but will not be allowed to bump Officers from their current shifts by seniority. Vacation picks previously made by the Officers will not be guaranteed when selecting a different shift, but every attempt will be made to honor the picks;
5. When a new or an additional vacancy is created on a shift, Officers sign for said vacancy by seniority.

This section relates to long-term switches and does not affect Sections 16.01 and 16.02 regarding short-term shift switches/OTO transfer.

## ARTICLE 25

### ASSOCIATION BUSINESS LEAVE

25.01 Annual Leave: Up to a total of nine (9) man-days of paid Association business leave shall be granted to officers of the Association to attend the Wisconsin Professional Policeman's annual convention and/or the Wisconsin Professional Police Association Board of Director's meetings. This provision is subject to the staffing requirements of the department as determined by the Chief. If because of staffing requirements of the department, an Association officer who attends the state convention must provide a substitute, said substitute shall have a compensatory day off, when scheduling permits, for each day worked as a substitute. The rules stated in Article 4, Hours, and in Article 16, Shift Changes, shall apply. The nine (9) man-days apply to the Association collectively so that the City is liable for up to nine (9) man-days per year.

25.02 Association Representatives and Grievance Investigation: The Association shall annually provide the Chief of Police with a written list of the names of officers who are to act as grievance representatives during the year. If there are any changes during the year, the Association shall so notify the Chief of Police. Those individuals named as grievance representatives and the grievant shall be permitted a reasonable amount of time during duty hours to investigate and process grievances provided that prior notification is given to the Chief of Police or his designee. If, in the judgment of the Chief or his designee, it is inappropriate because of Police Department concerns to allow the investigation to begin or continue, such investigation shall cease and resume at a future time. Processing and investigating grievances shall not interfere with any officer's work assignment. In no event shall a grievant or his representative receive overtime payments or extra shift differential to engage in activities covered by this section or otherwise to conduct Association business.

The Department shall promptly notify the Association President at the start of any internal investigation involving Association members. Any written discipline against a member of the bargaining unit will require a copy to be sent to the President of the bargaining unit within five days of issuance to the employee. This section shall not pertain to performance evaluations.

25.03 Other Business: Association business, other than contract administration, shall not be conducted on City time or on City premises except with the approval of the Chief of Police or his designee.

## **ARTICLE 26**

### **PERSONNEL RECORDS**

26.01 Employee Access and Reprimand Duration: Upon request, each officer shall have access to his personnel records maintained in both the Police and City Personnel Departments consistent with §103.13 Stats.

## **ARTICLE 27**

### **RESOLUTION OF DIFFERENCE BY PEACEFUL MEANS**

27.01 Procedure: The City and the Association agree that differences between the parties shall be settled by peaceful means as provided within this Agreement and that there shall be no strike or any other type of mass work stoppage during the terms of this Agreement. Should the Association instigate a strike or another form of work stoppage during the terms of this Agreement it shall be subject to penalties to be paid to the City at a rate of \$2,500.00 per day for each and every day of said strike or work stoppage. It is understood that differences are intended to be settled through the grievance procedure contained herein.

## **ARTICLE 28**

### **GRIEVANCE PROCEDURE**

28.01 Procedure - Time Limits and Definitions: All grievances as herein defined shall be processed in the following manner:

- A. Both the Association and the City recognize that grievances and complaints should be settled promptly and at the earliest possible stage and that the grievance process must be initiated within ten (10) days of the incident or knowledge of the incident, whichever is later. Any grievance not filed within ten (10) days shall be invalid.

- B. Any dispute arising between the parties may be subject to the grievance procedure; however, only disputes arising out of the interpretation and application of the collective bargaining agreement are subject to arbitration. Those subjects over which the Police and Fire Commission has authority are expressly precluded from the arbitration process and shall be subject to the rules and regulations of the Police and Fire Commission.
- C. The Association or an employee may process a grievance as outlined in this section and the employee shall have the right to representation by the Association in conference with the City.

Step 1 - The aggrieved employee shall present the grievance orally to his Shift Commander, either alone or accompanied by an Association representative. If the Association initiates the grievance, it shall be presented orally to the immediate management supervisor under whose jurisdiction the aggrieved incident took place. If the grievance is not resolved within ten (10) working days (Saturdays, Sundays and holidays excluded), the aggrieved employee or the Association may process the grievance as outlined in Step 2.

Step 2 - The grievance shall be presented in writing to the Chief of Police. Within ten (10) working days (Saturdays, Sundays and holidays excluded), the Chief shall state his position in writing to the Association or the aggrieved employee. Within ten (10) working days (Saturdays, Sundays and holidays excluded) after the receipt of the Chief's statement, the aggrieved shall process his grievance as outlined in Step 3 or the matter shall be considered resolved by all parties.

Step 3 - The grievance shall be presented by letter to the Human Resources Director. If it is not resolved at this level within ten (10) days, (Saturdays, Sundays and holidays excluded) or a reasonable time as may be agreed by both parties, the Human

Resources Director shall note his statement on the grievance form and it may be presented to the arbitrator as in Step 4.

Step 4

- a) Within ten (10) working days of completion of Step 3, the grievance may be submitted to arbitration. WERC staff members Richard McLaughlin and William Houlihan shall be used on an alternating basis to serve as arbitrators. A copy of the arbitrator request letter shall be immediately provided to the other party.
- b) In the event one of the individuals mentioned immediately above is not available or is not a WERC staff member at the time of selection in accordance with the above procedure, any WERC staff member mutually agreeable to the parties shall be selected as the sole arbitrator. A copy of the arbitrator request letter shall be immediately provided to the other party.
- c) In the event the parties cannot agree on a WERC staff arbitrator, an arbitrator shall be selected from a panel of five (5) arbitrators provided by the WERC. A copy of the panel request letter shall be provided to the other party. Both parties shall have the right to strike two (2) names from the panel. One (1) party shall strike the first name, the other party shall then strike a second name, the first party a third name, and the other party a fourth name, and the remaining person shall be the arbitrator. The order of striking shall be determined by a coin toss. A copy of the arbitrator notification letter shall be immediately provided to the other party.
- d) All costs associated with the arbitration process shall be borne equally by the parties; provided, however, that each party shall be responsible for compensating its own representatives and witnesses, purchasing its own copy of the written transcript (if applicable), and for any postponement/cancellation fees which may be payable by party unilaterally causing a postponement/

cancellation of any scheduled hearings and/or proceedings. Any initial filing or administrative fees incurred prior to the selection of an arbitrator shall be borne by the party requesting arbitration. Such fee shall not be considered as costs associated with the arbitration process.

e) The arbitrator shall attempt to meet with both parties in the grievated matter within thirty (30) days of the date of his or her selection. The arbitrator, in arriving at a determination, shall rule only on matters of application and interpretation of this Agreement. The findings of the arbitrator shall be final and binding on both parties.

## **ARTICLE 29**

### **DEDUCTION OF DUES**

29.01 The Employer agrees to deduct monthly dues in the amount certified by the Association from the pay of employees who individually sign a dues deduction authorization form supplied by the Association affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the Association dues.

29.02 It shall be the Association's responsibility to obtain dues authorization forms from new employees and provide them to employer no less than 30 days prior to the date in which dues deduction are to commence.

29.03 The employer shall notify the Association of all new hires of the bargaining unit within 10 days of their start date.

29.04 The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted,

to the Association or Local Association if applicable, in one lump sum not later than the 15th of each month.

29.05 Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, the Association or the Local Association.

29.06 No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with either the Association or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

29.07 It is expressly understood and agreed that the Association will refund to the employer or the employee involved in any dues erroneously deducted by the employer and paid to the Association and/or the Local Association. The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits, order, judgments or any other forms of liability against Employer which may arise out of Employer's compliance with this Article.

## **ARTICLE 30**

### **FAIR SHARE AGREEMENT**

30.01 Certification: As the exclusive bargaining agent of all employees in the collective bargaining unit, the Association shall represent all such employees, members and non-members, fairly and equally. No employee shall be required to join the Association but membership in the Association shall be made available to all employees who apply consistent with the Association constitution and bylaws.

30.02 Procedure: The City agrees to deduct from the second pay check in each month of all employees in the collective bargaining unit who are not members of the Association the amount certified by the Association in Section 29.01 of this article as the proportionate share of the cost of the collective bargaining process and contract administration.

The City also agrees that with respect to all new employees included in the collective bargaining unit it will make such deduction commencing the month following the completion of the probationary period.

30.03 Modifications: Changes in the amounts required to be deducted pursuant to Section 29.02 above shall be accompanied by a certification from the Association that the new amount is, in fact, the proportionate share of the cost of the collective bargaining process and contract administration in accordance with the provisions of WERC Case Number XCIX, No. 23535, MP-892, Decision No. 18408. Such changes shall be certified by the Association at least sixty (60) calendar days before the start of the pay period in which the change is to be effective.

30.04 Authorized Deduction: The City shall not be required to submit any amounts to the Association under this Agreement for employees otherwise covered who are on lay-off, leave of absence or other status in which they receive no pay for the pay period normally used by the City to make such deductions. The City will provide the Association with a list of employees from whom such deductions are made with each monthly remittance to the Association.

30.05 Hold Harmless: The City shall not be liable to the Association, employee or any party by reason of the requirements of this Article for the remittance or payment of any sum other than that constituting actual deductions made from employee wages earned. The Association shall defend, indemnify and save the City harmless against any and all claims, demands, suits, orders, judgments or other forms of liability that may arise out of or by reason of action taken or not taken by the City under this Article.

30.06 Internal Mechanism: The Association shall provide employees who are not members of the Association with an internal mechanism within the Association which allows those employees to challenge the fair share amount certified by the Association as the cost of representation and receive, where appropriate, a rebate of any monies determined to have been improperly collected by the Association pursuant to this Article.

The Association will furnish a copy of this internal rebate procedure to the City and employees from whom fair share deductions are being made.

30.07 Accounting: The Association shall certify and provide to the City a full annual accounting of representation costs for non-members detailing all expenses and

proportionate charges, and shall also post a one (1) page summary of all costs and proportionate charges on all bulletin boards, provided to the Association by the City. Such annual accounting shall be made and provided no later than January 30 of any year covering the costs of the preceding calendar year.

## **ARTICLE 31**

### **WAIVER OF RIGHTS**

31.01 Rights: Neither party to this Agreement by such act at the time hereof or subsequent hereto agrees to and does waive any rights possessed by it or them under State and federal laws, regulations or statutes.

31.02 Illegal Provision: In the event any clause or portion of this Agreement is no conflict with the Statutes of the State of Wisconsin governing municipalities or other statutes such clause or portion of the Agreement shall be declared invalid and negotiations shall be instituted to adjust the invalidated clause or portion thereof.

## **ARTICLE 32**

### **PROBATIONARY PERIOD**

32.01 All newly hired officers shall serve a probationary period of twelve (12) continuous months from date of hire. The probationary period shall begin after the completion of recruit training or, if certified, from date of hire. During the probationary period, the officer shall accrue no seniority rights and shall be subject to termination without recourse to the grievance procedure. The probationary period of officers may be extended by up to three (3) months upon notification of such to the employee and the Association prior to the end of the initial twelve (12) month probationary period. In addition, the probationary period may be extended for the length of time equal to absences in excess of 30 days caused by an illness/injury of the officer. Upon successful completion of the probationary period, seniority shall accrue to the most recent date of hire.

## **ARTICLE 33**

### **SIDE BAR AGREEMENTS**

33.01 The City and the Association recognize that certain "Side Bar Agreements" and other related documents exist relative to wages, hours and conditions of employment for bargaining unit personnel to which both the City and Association have mutually agreed upon. These Agreements are generally described as follows:

1. Military Leave - November 14, 2001.

The City and the Association recognize that only the sections of the above described agreements pertaining to hours, wages and conditions of employment shall become part of the collective bargaining agreement and that sections pertaining to job duties, rules, regulations and other non-bargainable issues shall not become part of the collective bargaining agreement.

## **ARTICLE 34**

### **DIRECT DEPOSIT**

34.01 Officers covered by this agreement shall be required to participate in the direct deposit payroll system, which was in effect on October 21, 1996.


## **ARTICLE 35**

### **DRUG AND ALCOHOL POLICY**


35.01 The *City of Fond du Lac Police Department Drug & Alcohol Policy* dated January 18, 2001, and as agreed to by the parties shall be considered part of this Collective Bargaining Agreement and shall be attached hereto.

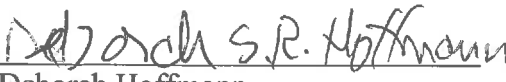
IN WITNESS WHEREOF the parties hereto have executed this Agreement on  
this 22<sup>nd</sup> day of May 2019, by:

CITY OF FOND DU LAC

  
\_\_\_\_\_  
Joseph Moore, City Manager


ASSOCIATION - LOCAL 12

  
\_\_\_\_\_  
Travis Tuttle, President

  
\_\_\_\_\_  
Deborah Hoffmann  
City Attorney/Human Resources Director

  
\_\_\_\_\_  
William Ledger, Vice-President

ATTEST:

  
\_\_\_\_\_  
Margaret Hefter  
City Clerk

# APPENDIX A

## WAGES

Effective January 1, 2019 - December 31, 2019

<b>INCREASE:</b>	<b>2.50%</b>
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### Patrol Officer:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Start	1 Year	1 1/2 Years	2 Years	5 Years	10 Years	15 Years
\$53,399.97	\$61,724.60	\$67,048.46	\$72,391.50	\$73,011.57	\$73,631.66	\$74,251.78

### Specialist:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Start	5 Years of Service	10 Years of Service	15 Years of Service
\$76,491.30	\$77,128.01	\$77,764.80	\$78,401.48

### Detective:

	<u>Step 1</u>	<u>Step 2 – 6 months</u>	<u>Step 3 – 18 months</u>
Start	\$78,533.20	\$80,485.72	\$82,438.15
w/ 5 years of service	\$79,169.92	\$81,122.44	\$83,074.86
w/ 10 years of service	\$79,806.71	\$81,759.19	\$83,711.58
w/ 15 years of service	\$80,443.37	\$82,395.93	\$84,348.36

# APPENDIX A

## WAGES

Effective January 1, 2020 - December 31, 2020

<b>INCREASE:</b>	<b>2.25%</b>
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### Patrol Officer:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Start	1 Year	1 1/2 Years	2 Years	5 Years	10 Years	15 Years
\$54,601.47	\$63,113.40	\$68,557.05	\$74,020.30	\$74,654.33	\$75,288.38	\$75,922.44

### Specialist:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Start	5 Years of Service	10 Years of Service	15 Years of Service
\$78,212.36	\$78,863.39	\$79,514.51	\$80,165.51

### Detective:

	<u>Step 1</u>	<u>Step 2 - 6 months</u>	<u>Step 3 - 18 months</u>
Start	\$80,300.20	\$82,296.64	\$84,293.00
w/ 5 years of service	\$80,951.25	\$82,947.69	\$84,944.04
w/ 10 years of service	\$81,602.36	\$83,598.77	\$85,595.09
w/ 15 years of service	\$82,253.35	\$84,249.84	\$86,246.20

## APPENDIX A

### WAGES

Effective January 1, 2021 - December 31, 2021

<b>INCREASE:</b>	<b>2.75%</b>
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**Patrol  
Officer:**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Start	1 Year	1 1/2 Years	2 Years	5 Years	10 Years	15 Years
\$56,103.01	\$64,849.02	\$70,442.37	\$76,055.86	\$76,707.32	\$77,358.81	\$78,010.31

**Specialist:**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Start	5 Years of Service	10 Years of Service	15 Years of Service
\$80,363.20	\$81,032.13	\$81,701.16	\$82,370.07

**Detective:**

	<u>Step 1</u>	<u>Step 2 - 6 months</u>	<u>Step 3 - 18 months</u>
Start	\$82,508.46	\$84,559.80	\$86,611.06
w/ 5 years of service	\$83,177.41	\$85,228.75	\$87,280.00
w/ 10 years of service	\$83,846.42	\$85,897.73	\$87,948.95
w/ 15 years of service	\$84,515.32	\$86,566.71	\$88,617.97